ROUTING AND REGORD SHEET

INSTRUCTIONS: Officer designations (see separate sheet) should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

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OFFICIAL DISPATCH

VIA: AIR
SPECIFY AIR OR SEA POUCH

DISPATCH NO .: MGW-A-36

SECRET CLASSIFICATION

DATE: 5 January 1949

TO

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FROM

: 4

SUBJECT:

General - Administrative

Specific- Transmittal of FDDS for

REF

1. Attached herewith is the signed FDDS for C

], as requested in reference memorandum.

2. Subject was entitled to an ingrade promotion when she entered on duty with OPC on 9 August 1948. Although assured on several occassions that the increase would be received, no salary adjustment has been made to date for subject. It is, therefore, requested that a revised FDDS form be pouched to the field and authorization be granted to pay subject the ingrade mary increase due her from the period beginning 9 August 1948.

3. On 20 November 1948 subject was instructed to work in the Washington office from 9:00 a.m. to 4:00 p.m. along with other persons who received overtime pay for this period. However, as subject did not receive any additional compensation for this work, authorization is requested to pay her the additional money due for this overtime.

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SALARY DATA: (For Each Four Weekly Pay Period)

| A - To be paid by Overseas Office Station | \$123.58 |
|---|----------|
| B - Tax withheld in U.S. | 31.20 |
| C - Insurance withheld in U.S. | 12.50 |
| D - Bond deductions withheld in U.S. | |
| E Retirement deductions withheld in U.S. | 15.48 |
| F - Other - (Specify in detail) | |
| G - To be paid to allottee by Washington Office | 75.00 |
| Total Gross Salary Per Pay Period | \$257.76 |
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